



**DEVELOPMENT AND RESOURCE  
MANAGEMENT DEPARTMENT  
Building & Safety Services Division**

**COMMERCIAL PLAN CHECK PROCESS**



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<p>City of  <b>FRESNO</b> </p> <p><b>BUILDING  &amp;  SAFETY SERVICES</b></p>	<p><b>CITY HALL  DEVELOPMENT  DEPARTMENT</b></p> <p><b>2600 FRESNO ST.  3<sup>RD</sup> FLOOR  FRESNO, CA 93721  PH.(559) 621-8082</b></p>	 <p><b>Commercial  Plan Check  Process</b></p>
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**NOTICE TO THE PUBLIC:** Submission of incomplete plans to the City results in undue plan checking delays and lengthy back check times for both the applicant and city staff. The current edition of the California Building Code, Chapter 1, section 107.2.1 states: “Construction documents shall be of sufficient clarity to indicate location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and all relevant laws, ordinances, rules and regulations.”

**ACCEPTANCE GUIDELINES:** The following are the minimum document submittal requirements for Commercial Plan Check. Front counter staff shall do a cursory review for complete plans suitable for submittal:

1. Plans must be drawn to a suitable scale for clarity on sheets at least 18"x24". Calculations may be on paper no smaller than 8-1/2"x11". Provide four complete sets of plans. All sheets of the plans shall be signed by the project architect/engineer, designer, or person who prepared the plans.
2. General Information required on first sheet of plans:
  - Architect/Engineer's complete name, license number, address and phone number
  - Owner's complete name, address and phone number

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- Project street address, legal description, and Assessor's Parcel Number (APN)
  - Sheet index of drawings
  - Use of proposed building. Specify occupancy group for each use, occupant load, type of construction, and building area(s).
3. Site Plan: Indicate lot dimensions, building setbacks, and street or frontage road location, North arrow, footprint of structure, and all proposed site improvements such as parking, landscaping, etc.
4. Site Utility Plan: Indicate location of all site plumbing and electrical improvements such as sewer, water, gas, and storm drain requirements, and all underground electrical and site lighting.
5. Floor Plan: Fully dimensioned floor plan layout including all rooms and overall building size. Indicate all window and door sizes and types, locations of all plumbing fixtures and location of all permanent counters or cabinetry. Indicate detailed use of each room or space. Clearly detail path of travel for exiting, per requirements of chapter 10 of the current edition of the California Building Code. Indicate how building complies with requirements for disabled access per chapter 11 of California Building Code.
6. Exterior Elevations: Provide an exterior elevation of each main view. (4-views minimum) Label orientation of each elevation. (north/south/east/west) Indicate all weather and finish materials. Provide all pertinent dimensions and notations to explain materials and methods of construction.

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7.      **Foundation Plan and Details:** Fully dimensioned foundation plan showing location of all bearing footings. Provide footing details with size and depth of embedment, sill plate anchorage, and reinforcement, clearly shown on details.
  8.      **Roof and Floor Framing Plans:** Clearly indicate size, spacing and direction of framing for all structural components including beams, rafters, hips and valleys, joists, trusses, bracing, and bearing walls.
  9.      **Building Sections:** Provide sufficient building sections to depict the complete nature and extent of construction. Show section cut symbols on floor plan, and framing plans to indicate location of building section provided. Sections shall indicate all structural components such as footings, roof, floor and ceiling framing, wall framing and all construction materials.
  10.     **Structural Details:** Provide all applicable structural details for foundation, structural framing and shear transfer requirements, cross-referenced on appropriate sheets of the plans.
  11.     **Mechanical Plan:** Indicate location of all mechanical equipment, duct layout and sizes, location of room registers, supply /return air locations, and fire dampers. Provide an equipment schedule for all mechanical systems listing manufacturer and model number, efficiency ratings, and size and BTU rating. For restaurants with commercial exhaust hoods, provide complete details for hood and fire-rated shaft enclosure, and structural calculations for support.

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12. **Electrical Plan:** Indicate location of all switches, receptacles, light fixtures, main service panel, and any other electrical outlets and fixtures. Provide electrical load calculations to determine the required size of service panel. Provide a panel schedule detailing electrical equipment to each dedicated circuit. Provide a circuiting and single line diagram for electrical system.
  13. **Plumbing Plans:** Provide complete plumbing drawings and calculations for waste, gas, and water line sizing. Indicate all line sizes, point of connections, cleanouts, vents, etc. Provide calculations showing total fixture units served, BTUH ratings and sizing method used. Water line sizing shall be based on 35 psi for the system.
  14. **Energy Calculations:** Provide 2-sets of Title 24 energy calculations and Lighting calculations to verify conformance to California State Energy Standards.
  15. **Structural Calculations:** Provide 2-sets of structural calculations, when required, for vertical and lateral load analysis.

**WHO CAN PREPARE PLANS FOR COMMERCIAL BUILDINGS:**

The preparation of plans, specifications, or instruments of service for any building, except as described below, by any person who is not licensed to practice architecture in this state, is a misdemeanor punishable as provided in Section 5536 of the Business and Professions Code.

- Nonstructural or Nonseismic storefronts, interior alterations or additions, fixtures, cabinetwork, furniture, or other appliances or equipment.
- Any nonstructural or nonseismic alterations or additions to any building necessary to or attendant upon the installation of those storefronts, interior alterations or additions, fixtures, cabinetwork, furniture, appliances, or equipment, provided those alterations do not change or affect the structural system or safety of the building.
- A licensed contractor, while engaged in the business of contracting for the installation of electrical, plumbing or mechanical systems or facilities, may design those systems or facilities in accordance with applicable construction codes and standards for work to be performed and supervised by that contractor within the classification for which his or her license is issued, or prepare electrical or mechanical shop or field drawings for work which he or she has contracted to perform, per section 6737.3 of the Business and Professions Code. Nothing in this section is intended to imply that a licensed contractor may design work which is to be installed by another person.